



TOWN OF TEWKSBURY
COUNCIL ON AGING/SENIOR CENTER
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ROSE MCKENNA, CHAIR
LORENE PATCH, VICE-CHAIR

LINDA BRABANT, DIRECTOR
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**Meeting Minutes for
January 15, 2013**

The meeting was called to order by the Chair, Rose McKenna, at 12:34 p.m. at the Tewksbury Senior Center.

Members Present: Rose McKenna, Joan Unger, Lorene Patch, Marie Durgan, Peg Keefe, Mark Wood, Paul McNaught, Joel Deputat, Virginia Desmond, and Warren Layne.

Members Absent: Joanne Aldrich

Others Present: Linda Brabant, COA Director, Melissa Johnson, Recording Secretary, and Bill Gaw from Bayberry.

Ms. McKenna congratulated Ms. Desmond on being appointed as a regular member.

1. Approval of Meeting Minutes – November 20, 2013

Mr. Deputat made the motion to approve the November 20, 2013 meeting minutes and the motion was seconded for discussion:

Mr. McNaught noted that during the last meeting the recorder was shut off at the request of one of the members. Mr. McNaught explained that this is a public meeting and has to be recorded. Mr. McNaught feels that because the recorder was shut off the meeting was not held in compliance with the Open Meeting Law and the minutes are not valid. Ms. Johnson explained that it is her understanding that there is no requirement to audio record a meeting and there are many meetings in town that are not audio recorded, but are still open to the public. Mr. McNaught disagreed and explained that the law states the entire meeting has to be recorded; including executive sessions.

Mr. Deputat withdrew his motion to approve the November 20, 2013 meeting minutes.

MOTION: Mr. Wood made the motion to table the approval of the November 20, 2013 meeting minutes; seconded by Ms. Unger and the motion carried 9-0.

2. Finances

List of FY14 invoices processed since last meeting – Copies 1-4

The members reviewed the list of invoices and there were no questions.

Weekly Budget Report from Munis of November 17, 2013

Mr. McNaught noted that he would like to waive the reading of the budget report. Discussion took place on what the purpose of waiving the reading would be and Mr. McNaught explained the purpose would be to “waive the reading”. Ms. Desmond noted that reading the budget report is part of the duties of the treasurer. Mr. McNaught noted that the clerk is not required to read the meeting minutes because it is waived.

The total available operating budget as of December 17, 2013 is \$12,697.65 with an additional \$47,247.82 having been encumbered.

MOTION: Mr. McNaught made the motion to waive the reading of the budget report and approve the operating budget report through December 17, 2013; seconded by Mr. Layne and the motion carried 9-0.

FY15 COA Budget Request Copy #6

Ms. Brabant explained that the FY15 COA budget has been submitted as level funded. The two priority items that were identified by Ms. Brabant at the request of the town manager are: to change the senior clerk secretary position to either an administrative assistant under the personnel bylaw or an office manager under AFSCME and funds for landscape beddings as it has become quite a burden for the Friends of the Elderly. The town manager informed her that there will likely be additional funds in utilities that may be transferred into maintenance for this purpose. The cost is approximately \$7,000.00.

3. Election of Officers

Ms. Unger and Ms. Patch have been appointed to the Council on Aging. Their terms will expire on December 31, 2016.

MOTION: Mr. Deputat made the motion to open the elections; seconded by Ms. Unger and the motion carried 9-0.

Chairman:

Ms. McKenna opened the nominations for Chairman.

Mr. McNaught nominated Mr. Deputat as Chairman and Mr. Deputat declined. Mr. McNaught nominated Ms. Unger as Chairman and Ms. Unger declined.

Ms. Durgan nominated Ms. McKenna as chairman; Mr. Layne seconded.

Ms. Unger nominated Ms. Desmond as Chairman; Mr. McNaught seconded.

A secret ballot was conducted and Ms. McKenna was nominated Chairman of the Council on Aging 8-2.

MOTION: Mr. Deputat made the motion to close the nominations for Chairman; seconded by Ms. Unger and the motion carried 10-0.

MOTION: Mr. Deputat made the motion to elect Rose McKenna as Chairman of the Council on Aging; seconded by Ms. Unger and the motion carried 8-2 by secret ballot.

Vice Chairman:

Ms. McKenna opened the nominations for Vice Chairman.

Ms. Unger nominated Ms. Desmond as Vice Chairman. There were no other nominations.

MOTION: Mt. Deputat made the motion to close the nominations for Vice Chairman; seconded by Ms. Unger and the motion carried 10-0.

MOTION: Mr. Deputat made the motion to elect Virginia Desmond as Vice Chairman of the Council on Aging; seconded by Ms. Unger and the motion carried 9-0. Ms. Desmond did not take part in this vote.

Treasurer:

Ms. McKenna opened the nominations for Treasurer.

Ms. Unger nominated Mr. McNaught as Treasurer and Mr. McNaught declined. Ms. Desmond nominated Ms. Unger and Ms. Unger declined.

Ms. Unger nominated Mr. Deputat; Mr. Layne seconded.

MOTION: Ms. Unger made the motion to close the nominations for Treasurer; seconded by Mr. Layne and the motion carried 10-0.

MOTION: Mr. Layne made the motion to nominate Joel Deputat as Treasurer of the Council on Aging; seconded by Ms. Unger and the motion carried 9-0. Mr. Deputat did not take part in this vote.

Clerk:

Ms. McKenna opened the nominations for Clerk.

Mr. Layne nominated Ms. Unger; Mr. Deputat seconded.

MOTION: Mr. Layne made the motion to close the nominations for clerk; seconded by Mr. Deputat and the motion carried 10-0.

MOTION: Mr. Layne made the motion to nominate Joan Unger as Clerk of the Council on Aging; seconded by Mr. Deputat and the motion carried 9-0. Ms. Unger did not take part in this vote.

MOTION: Mr. McNaught made the motion to close the elections; seconded by Mr. Layne and the motion carried 10-0.

Mr. Deputat suggested taking the agenda out of order as a courtesy to Mr. Gaw to discuss Bayberry. Ms. Brabant explained that Mr. Gaw is present under agenda item “new business” for a sponsorship.

MOTION: Mr. Deputat made the motion to take the agenda items out of order to address New Business item number 2; seconded by Ms. Unger and the motion carried 9-0.

Present was Bill Gaw from Bayberry at Emerald Court. Mr. Gaw explained that he started with Bayberry approximately 8 months ago. During his time there, he noticed that there was no strong connection with the senior center as far as helping out; being good neighbors. Mr. Gaw contacted Ms. Brabant to see what they could to help support the senior center; whether provide food for events; man powered volunteers; etc. Mr. Gaw explained that he can set aside a certain amount of money each month for this purpose and it can be spread throughout the year. Mr. Wood asked if there are any examples that can be provided. Mr. Gaw explained that when he was with Billerica Crossings they would provide food and refreshments for the Valentine’s Dance. Mr. McNaught noted that a possible event could be after the Memorial Day Parade as the seniors come to the center. Ms. Brabant noted that a TRIAD is currently being created and explained that there are three different entities involved: The Friends of the Elderly, the Fire and Police Department, and the Board of Health to provide education safety. Ms. Brabant explained that this may be something that Bayberry would be interested in as it has been the policy of the center to not allow sponsors. Mr. Deputat explained that the council feels it is an undue influence on the seniors and that typically the policy is to invite other similar type companies so not to endorse any one company. Mr. Gaw explained that he has been involved in similar situations in the past where everyone is given the chance to be a part of the event and certain companies sponsored certain items. Mr. Deputat suggested contacting the other senior living businesses in Tewksbury as well to see if they would like to participate.

MOTION: Mr. Deputat made the motion to accept the assistance of Bayberry at Emerald Court contingent upon all other senior assisted living facilities located within Tewksbury are included; seconded by Mr. Layne and the motion carried 9-0.

Mr. Gaw left.

Director's Report

Servetracker Program:

Ms. Brabant noted that Steve Hattori has officially retired. The town manager has informed Ms. Brabant that this will be an item that the new IT employee, James Beant, will work on.

Donna Miceli Dance Group:

Ms. Miceli will not be using the senior center for her dance recital. The event will be held at the Wynn Middle School. Ms. Miceli is graciously donating free tickets for Tewksbury Seniors. An interest list for the event will be compiled.

Shawsheen Tech project:

Ms. Brabant has not met with Mr. Sullivan yet, but did meet with the electrician before the holidays. When the meeting with Mr. Sullivan does occur, discussion will be on the electrical portion of the woodworking structure including heat. Ms. Brabant will contact Mr. Sullivan to schedule a meeting.

Scheduling for the year:

Ms. Brabant explained that she typically schedules events for the year around December/January. The casino trips, DJ Jon Mansfield afternoon dances, and the Silvertones dances have all been scheduled for the year. Ms. Brabant noted that DJ Jon Mansfield offers a discount for scheduling for the year.

Ms. Brabant provided the members with a list of the events that have been scheduled for the year. Not included on the list are:

November 4, 2014	State Elections
November 2, 2014	Breakfast
November 24, 2014	DJ Jon
December 5, 2014	GAC Party
December 12, 2014	COA Christmas Party
December 15, 2014	DJ Jon Mansfield

Ms. Brabant requested the members review the list of outside agencies, such as Girl Scouts, Rod & Gun Club, etc., and approve the schedule at the next meeting so that the scheduled events are honored. Mr. Deputat asked if all of the agencies have completed the request for use form. Ms. Brabant explained that they have not as they have been involved with the center for such a long time. Mr. Deputat suggested having a form completed by the agencies with contact information, etc. Ms. Brabant explained that there was previously a form, but she is unable to locate it. Mr. McNaught asked if application forms for use of the building is

required and why it is not attached to the Use of Building Policy. Ms. Brabant explained that the application form was not attached to the use of building policy that was provided to the members as the original form that was approved cannot be located.

Tewksbury TRIAD:

Ms. Brabant noted that the Council on Aging should be added to the Police, Fire and Board of Health portion of the TRIAD. There are plans to initiate a “Meet the Chiefs Coffee” on the morning of Wednesday, March 19, 2014. “Emergency Go Bags” will be given out by the Police and Fire Chiefs. There will be refreshments and the new Senior Center scanning cards will be issued. Ms. Brabant noted that Safety Office Jennie Welch has been very active in the TRIAD.

4. Announcements & Correspondence

1) Upcoming Events:

- a. The Red Hat Carnation Belles are having a pajama party this evening at the Senior Center with pizza, popcorn, and a movie. They will not be sleeping over.
- b. The Silvertones will hold a dance Friday, January 17, 2014 at 7:00 p.m.
- c. Dr. Smith will conduct a podiatry clinic on Saturday, January 18, 2014.
- d. Donna Miceli will be holding her Youth Dance Company performance at the Wynn Middle School on Saturday, January 19, 2014 at 4:00 p.m. Tewksbury Senior Citizens are invited free of charge. One may sign up at the front desk and tickets will be distributed on Saturday morning. For more details see copy #7 of the meeting handout.
- e. Director’s Report: See copy #8
- f. The staff is compiling a list for AARP Tax Assistance service. The tax assistance volunteers will begin helping people on Thursdays beginning February 6, 2014.
- g. The Friends of the Elderly and the Council on Aging will be the holding the Valentine’s Dance on Friday, February 14, 2014. So far 5 couples have signed up and will be guests of honor.

Ms. McKenna asked if there are any other announcements and there were none.

4. Unfinished Business

- a. The COA Director’s job posting has been advertised. As of last week, there were only four applications submitted. The deadline for application submittal of January 9, 2014 has been extended.

Ms. Brabant explained that a search committee is being put together for the hiring of the new director and two representatives from the Council are needed. Mr. McNaught, Mr. Deputat, Ms. McKenna, and Ms. Desmond all expressed interest in serving as a representative on the search committee.

A secret ballot was taken. Each member voted for two people with the exception of Mr. Wood who chose to only vote for one representative. Ms. Desmond and Mr. Deputat were chosen to serve as the COA representatives on the search committee for the COA Director position. The votes were recorded as follows:

Ms. McKenna – 3
Mr. Deputat – 6
Ms. Desmond – 7
Mr. McNaught – 3

b. Use of Building Policy – Copy #9

MOTION: Mr. Deputat made the motion to table the Use of Building Policy; seconded by Mr. Layne and the motion carried 9-0.

Ms. Brabant suggested scheduling a separate meeting just to address the Use of Building Policy as there is never enough time at regular meetings to address it.

c. Servtracker Program

This item was discussed under the Director's Report.

Ms. McKenna asked if there was any other unfinished business and there was none.

5. New Business

- a. A request has been received from the Sons of Italy to use the Senior Center on Friday, February 28, 2014 for the purpose of hosting a dinner/dance. The intent is to gather town organizations together. It is Ms. Brabant understands that each organization will explain what they do for its members and the community, etc. Debbie Deputat has been forwarded the Use of Building Policy and a temporary application form. Ms. Brabant requested the Council provide their input on this request.

Ms. Johnson left.

Mr. Deputat explained that his wife, Debbie Deputat, is the Vice President of the Sons of Italy. Mr. Deputat noted that there are approximately 15 service organizations in Tewksbury and there is very little communication between them and many are not even known. The purpose of the event is to have 10 members from each of the organizations; The Lions, The Rotary Club, Masonic Hall, Knights of Columbus, Golden Age Club, Garden Club, etc, attend the event. The cost will be \$40.00 per person. There will be

speakers throughout the night who will speak on their organizations. There will also be a key note speaker, Congressman Tierney and the event will end with dinner and dancing.

Ms. Brabant noted that she feels this is a great idea and suggested also obtaining a calendar of events for each of the organizations.

MOTION: Ms. Desmond made the motion to approve the Sons of Italy's request to use the Senior Center on February 28, 2014 for the purpose of a dinner/dance; seconded by Mr. Layne and the motion carried 7-1-1. Mr. McNaught was opposed and Mr. Deputat abstained.

Mr. Deputat asked if there will be a fee associated with the use of the building as he will be present at the event to serve as a representative from the COA and he will ensure the security of the building. Mr. McNaught noted that he feels there should still be a fee. Mr. Deputat explained that there is also a \$2 million liability insurance policy in place. Ms. Brabant noted that she still needs a copy of the insurance binder and the liquor license. Ms. Brabant suggested a fee of \$200.00 so to be fair to the other organizations that use the center. The members reviewed the Use of Building policy regarding this. Ms. Brabant noted that the Use of Building Policy has not been approved yet.

Ms. Johnson returned.

Ms. Unger noted that it is a community event and she feels there should not be a fee. Mr. Deputat read Section 12 of the Use of Building Policy aloud. Mr. McNaught noted that he has no problem with the event, but he feels that this event should be treated as any other application that is received. Mr. Wood noted that this issue has come up a few times recently and he feels that the policy needs to be set and finalized.

MOTION: Ms. Desmond made the motion to allow the Sons of Italy to use the Senior Center on February 28, 2014, a donation of \$100.00 shall be given to the facility, the liquor license and insurance binder shall be provided to Ms. Brabant; seconded by Mr. Layne and the motion carried 8-0-1. Mr. Deputat did not take part in this vote.

Mr. Layne left.

b. Diabetes Shoe Clinic – Copy #10

Ms. Brabant explained that a representative from the shoe company will come in and measure for diabetics and you can order shoes if have a note from your Doctor. Ms. Brabant noted that she will look into whether there are any other diabetic shoe companies that would like to be involved.

MOTION: Mr. Deputat made the motion to allow the Diabetes Shoe Clinic provided three competitors are also contacted to see if they would also like to participate in the clinic; seconded by Ms. Desmond and the motion carried 8-0.

MOTION: Mr. Deputat made the motion to remove Item 9 – Use of the Building Policy from the table; seconded by Ms. Unger and the motion carried 8-0.

Discussion took place on scheduling a meeting just to address the Use of Building policy. It was the consensus to address the policy at the February 19, 2014 meeting and keep the regular business items to a limit.

MOTION: Mr. Deputat made the motion to table Item 9 – Use of the Building Policy to February 19, 2014; general business agenda items shall be limited to 10 minutes; seconded by Mr. McNaught 8-0.

Ms. McKenna asked if there was any other new business.

Mr. McNaught inquired as to the status of Bob Noel. Ms. Brabant explained that he is out on medical leave and suggested Mr. McNaught contact Teresa Belanger in Human Resources if he would like any other additional information as she is not allowed to discuss medical matters due to the HIPPA laws.

Adjourn.

MOTION: Mr. Deputat made the motion to adjourn at 2:42 p.m.; seconded by Ms. Desmond and the motion unanimously carried 8-0.

Approved: February 24, 2014